

TCS-4578-59

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30 March 1959

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MEMORANDUM FOR THE TCO/CIA

SUBJECT: Request for Billets

It is requested that the positions of Staff Assistant and Secretary to the Deputy Director of the Office of Current Intelligence Indications (RCI) be approved for clearance in the TALENT system.

Recent re-examination of the internal organization and procedures of RCI has led to the conclusion that the present basis of TALENT clearances in the office of the Director needs to be brought up to date in order to provide fully expeditious and efficient handling of TALENT materials with the maintenance of requisite TALENT security standards.

Organizationally and physically the office of the Director, RCI constitutes the Department's TALENT Control Center. Its personnel includes the Director, who is TALENT Control Officer, and the Deputy Director, who is Assistant TALENT Control Officer. Also located in the area of the office of the Director are the Staff Assistant, the Administrative Aide, the Secretary to the Director/TCO and the Secretary to the Deputy Director/Assistant TCO. In order to assure optimum security conditions and to avoid inefficiency and delay in the handling of TALENT materials it has been found necessary that all four of these employees have TALENT clearance.

The previously approved basis of TALENT clearances

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in the office of the Director provides for the billets of the Director/TCO, the Deputy Director/Assistant TCO, the Secretary to the Director, and the Administrative Aide.

Mrs. Laurel G. Caruthers, formerly Secretary to the Director, is now the Staff Assistant. It would, therefore, be advisable to establish a billet for her in that capacity to bring the record up to date.

The vacancy in the position of Secretary to the Director/TCO is about to be filled by Mrs. Lucille R. Lawley. The Secretary to the Deputy Director/Assistant TCO is Miss Agnes C. Michaels. In order that those officers may discharge their TALENT responsibilities efficiently and securely, it is necessary that their secretaries be cleared.

It is, therefore, proposed that the billet of Secretary to the Director be retained, and new billets for the Staff Assistant and for the Secretary to the Deputy Director be approved.

FOR THE DIRECTOR OF INTELLIGENCE AND RESEARCH:

SIGNED

T. Achilles Polyzoides  
TALENT Control Officer  
Department of State

POSITION APPROVAL:

[Redacted Signature Box]

APR 1959

CIA TALENT Control Officer

*4/1/59 [Signature]*

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